



Ikebana International  
Orlando-Winter Park Chapter 132

## Bylaws

ARTICLE I: NAME: The Name of This Chapter shall be Orlando-Winter Park Ikebana International Chapter 132, a cultural, nonprofit and chartered Chapter of Ikebana International, with international headquarters in Tokyo, Japan.

ARTICLE II: OBJECTIVES: The objectives of this Chapter shall be to stimulate, cultivate, and perpetuate the study of Ikebana, related arts and culture, by demonstrations and public exhibitions. To strengthen the relationships among teachers and students of Ikebana with a deeper purpose of establishing better relationships among all peoples through the adopted motto “Friendship through Flowers.”

ARTICLE III: MEMBERSHIP:

A prospective member must be in accord with the objectives outlined in ARTICLE II and have the approval of the Board of Directors.

Section 1: The membership shall consist of:

- a. Chapter Member – a member of Orlando-Winter Park Chapter 132, who will pay dues annually to the Chapter which will also include dues to Ikebana International Headquarters in Tokyo, Japan;
- b. Member-at-Large - a member who does not belong to any Chapter, but is registered and will pay dues annually to Ikebana International Headquarters in Tokyo, Japan;
- c. Sustaining Member – an individual, company, Chapter Member or Member-at-Large, who desires to assist in extending and promoting the objectives of this Chapter through a financial contribution in addition to regular dues;
- d. Spouse of Regular Member – a spouse of a paid Regular Member who pays dues annually to the Orlando-Winter Park Chapter 132 only. Spouses are ineligible to vote or hold an elective office;
- e. Transfer Member – a paid Member from another Chapter or Member-at-Large will be accepted by producing a paid Ikebana International Membership Card for the current year, or by paying the Regular Member dues. This Transfer Member will have full voting privileges.

- f. Life Member – A Chapter Member and Member-at-Large who meets the approval of the International Board of Directors with payment of a one-time fee. Life Members will pay dues annually to the Orlando-Winter Park Chapter 132 to have full voting privileges and to hold an elective office;

#### ARTICLE IV: FISCAL YEAR AND DUES

Section 1: The fiscal year runs from September 1 to August 31.

Section 2: Membership will automatically terminate unless annual dues are paid by July 15. Members who have not paid by July 15 will be removed from the membership, be deprived of voting privileges, and will not receive back issues of publications for that year;

#### ARTICLE V: GOVERNMENT

Section 1: The governing body of this Chapter shall be under the general management of Ikebana International Board of Directors with the Chapter's Officers responsible for local Chapter government.

- a. The President shall:
  - 1. represent the Chapter and manage all affairs of the Chapter;
  - 2. preside at all meetings and Committees except the Nominating Committee;
  - 3. appoint all Committee Chairmen and Special Committees with the approval of the Chapter Board.
- b. The 1<sup>st</sup> Vice President shall:
  - 1. assist the President, and be the Tokyo contact;
  - 2. perform the duties of the President; in the absence of the President;
  - 3. become President and serve the unexpired term in the event of the resignation of the President.
- c. The 2<sup>nd</sup> Vice President shall:
  - 1. be the Program Chairman;
  - 2. perform the duties of President in the absence of the President and the 1<sup>st</sup> Vice President.
- d. The Recording Secretary shall record the minutes of all meetings of the Chapter Board of Directors and all regular meetings with copies to the President.
- e. The Corresponding Secretary shall:
  - 1. handle all general correspondence
  - 2. mail out notices to the Members two weeks prior to the Chapter's monthly meeting date or special event
  - 3. send out Thank You letters or cards to non-member program presenters
- f. The Treasurer shall:
  - 1. submit a monthly statement of all receipts and disbursements which have been authorized;
  - 2. submit the books for audit by an auditor or auditing Committee approved by the Chapter Board at the close of the business year;
  - 3. be the Chairman of the Budget Committee which shall include the President, 1<sup>st</sup> Vice President, 2<sup>nd</sup> Vice President, Recording Secretary, and Corresponding Secretary;

4. be the membership Chairman and furnish correct names and address of paid members on Form C to Ikebana International Headquarters in Tokyo prior to August 1.
  5. notify all members that dues are due and payable by July 15, and shall contact unpaid members;
  6. report all Members joining after November 15 to the International Headquarters on Form C with dues remittance.
- g. The Historian shall maintain a record of the Chapter activities and an album of Chapter events for posterity.

#### ARTICLE VI: ELECTIONS AND INSTALLATION

Section 1: The Nominating Committee shall consist of three members: The Chairman appointed by the President and two members nominated from the Chapter.

- a. This Committee shall present a written slate of Officers thirty days prior to the Election held in April. Additional nominations may be made from the floor, provided the consent of the Nominee has been secured.
- b. A candidate receiving a plurality shall be deemed elected.
- c. Election may be by ballot or acclamation.
- d. Officers shall serve a two year term. Officers may serve in the same position for more than one term. Officers elected at the April meeting shall be installed at the annual meeting in May. At the close of the May meeting, all Officers and Committee Chairmen shall turn over all records in good order to their successors.

#### ARTICLE VII: COMMITTEES

Section 1: The Standing Committee shall consist of: Exhibition, Hospitality-Protocol, Library, Properties, Ways and Means, Yearbook, Parliamentarian, and Publicity.

- a. The Exhibition Chairman shall coordinate and implement all staged exhibitions. There shall be at least one public demonstration or exhibition yearly.
- b. The Hospitality-Protocol Chairman shall be responsible for all hostess committees and for special courtesies to guests.
- c. The Library Chairman shall be responsible for maintaining, cataloging, checking out, and checking in all books, magazines, video tapes, etc.
- d. The Properties Chairman shall be responsible for maintaining, cataloging, checking out and checking in all Chapter properties.
- e. The Ways and Means Chairman shall be responsible for all fundraising for the Chapter.
- f. The Yearbook Chairman shall be responsible for producing an annual yearbook with information furnished by the President and Treasurer.
- g. The Parliamentarian shall serve as an advisor in parliamentary matters at Monthly and Board Meetings.

- h. The Publicity Chairman shall promote and advertise special meetings and events to the media and other Chapters.

Section 2: Special Committees may be created as needed by approval of the Chapter Board of Directors. The Chairman of such Committees shall be appointed by the President. Chairman of Special Committees do not have a vote on the Board, nor are they required to attend meetings of the Chapter Board of Directors except upon request.

#### ARTICLE VII: MEETINGS AND QUORUM

Section 1: Monthly meetings will be held on the 2<sup>nd</sup> Thursday of each month. The Annual General Meeting of this Chapter will be held on the 2<sup>nd</sup> Thursday in May.

Section 2: A quorum at any given General Meeting shall consist of 33% of the regular Membership in good standing.

Section 3: The Board of Directors of the Chapter shall meet a minimum of three times a year. A majority of the Board shall constitute a quorum.

#### ARTICLE IX: FUNDS

All funds in excess of Chapter expenses and international fees due Headquarters in Japan must be used for promotional projects, civic, educational, and artistic services in Ikebana and related arts.

#### ARTICLE X: AMENDMENTS

This Constitution and Bylaws may be amended at any regular business meeting by a two thirds affirmative vote of those present and voting, provided 30 days notice of the proposed amendments have been given.

#### ARTICLE XI: DISPOSITION OF FUNDS

Upon dissolution of this Chapter, after all outstanding debts have been paid; the residue shall be donated for any worthy cultural or artistic cause according to the majority vote of the Chapter Board of Directors, provided this does not conflict with any existing Federal or Local Law.

#### ARTICLE XII: AUTHORITY

The rules contained in Robert's Rules of Order Newly Revised shall govern this organization in all cases to which they are applicable.

Signed by Chapter President/Irene Gomulka  
February 13, 2003

Revised Version Signed by Chapter President Ricardo C. Carrasco,  
March 12, 2009  
Orlando-Winter Park Ikebana International Chapter 132